



EMPLOYMENT OPPORTUNITY

1. RPA #
4152-GCC

ANALYST'S INITIALS

DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Personnel Analyst	POSITION NUMBER 293-300-5142-001	TENURE Permanent	TIME BASE Full Time	CBID R01
OFFICE OF CA Gambling Control Commission	LOCATION OF POSITION (CITY or COUNTY) SACRAMENTO			MONTHLY SALARY \$4255 TO \$5172
SEND APPLICATION TO: CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 100 Sacramento, CA 95814 Attn: Alicia Baron	REPORTING LOCATION OF POSITION 2399 Gateway Oaks Drive, Suite 100			
	SHIFT AND WORKING HOURS DAYS - 8:00 am to 5:00 pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 263-0700	PUBLIC PHONE NUMBER		
SUPERVISED BY AND CLASS TITLE Dale Kuroda, Staff Services Manager I				FILE BY June 22, 2007

The California Gambling Control Commission is a fairly small agency anticipating substantial growth in the near future. Employment with the Commission offers an opportunity to participate in an innovative organization with skilled and dedicated staff. The Commission is seeking qualified candidates to meet the challenge of a developing agency whose primary responsibility is to regulate gambling activities within the state. The Commission is located off of West El Camino Ave. in the South Natomas area with new facilities and ****FREE PARKING****.

JOB DESCRIPTION:

Under the general supervision of the Staff Services Manager I, works independently to provide technical and analytical staff work as it relates to the personnel management program of the Commission. This position will performs all duties associated with classification and pay activities as well as examination activities. This position will also serve as back-up to the Personnel Specialist.

DESIRABLE QUALIFICATIONS:

Ability to effectively utilize Microsoft Word and Excel in the performance of their duties.

WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:

The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. The use of a personal computer, telephone, copier and fax machine is essential to the duties of this position. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, and occasional light lifting of no more than 20 lbs.

SELECTION CRITERIA:

Current State employees with status as a Staff Services Analyst or in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to those classes may apply. ****CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.**** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.
